

REQUEST FOR APPROVAL

To: Howard Levenson, Deputy Director
Materials Management and Local Assistance Division

From: Cara Morgan, Branch Chief
Local Assistance and Market Development Branch

Request Date: July 31, 2014

Decision Subject: Consideration of Allocation, Scope of Work, And Contractor For Used Oil/Household Hazardous Waste, Tires, and Recycling Market Development Zone Conferences And Training Workshops (Used Oil Recycling Fund; Tire Recycling Management Fund; And Recycling Market Development Revolving Loan Subaccount, FYs 2014/15, 2015/16, And 2016/17)

Action By: August 05, 2014

Summary of Request: Staff requests approval of the funding allocations, Scope of Work (SOW), and award of contract to California State University, Sacramento, for a three-year contract involving the administration of conferences and workshops for the following three programs: Recycling Market Development Zone (RMDZ), Used Oil/Household Hazardous Waste (Used Oil/HHW), and Tires. The three program conferences and workshops are managed within the Materials Management and Local Assistance (MMLA) Division. Funding for this multi-year contract is an amount not to exceed one million twenty-five thousand dollars (\$1,025,000), subject to availability of funds, with funding from the RMDZ Loan Subaccount, the Tire Fund Account, and Used Oil Recycling Fund beginning in FY 2014/15 and ending in FY 2016/17 (see table below for details on funding levels by fiscal year and fund source).

Recommendation: Staff recommends approval of the allocation for the RMDZ workshops of one hundred thousand dollars (\$100,000) for each of FYs 2014/15, 2015/16, and 2016/17, for a total of three hundred thousand dollars (\$300,000) from the Recycling Market Development Revolving (RMDZ) Loan Subaccount; approval of the allocation for Tire workshops and conferences of seventy-five thousand dollars (\$75,000) for each of the FYs 2014/15, 2015/16, 2016/17, for a total of two hundred twenty-five thousand (\$225,000) from the Tire Recycling Management Fund; approval of the allocation for the Used Oil/HHW conferences for a total of five hundred thousand dollars (\$500,000) for FY 2014/15 from the Used Oil Recycling Fund; the Scope of Work (Attachment 1); and, California State University, Sacramento, as the Contractor.

Deputy Director Action:

On the basis of the information and analysis in this Request for Approval and the findings set out above, I hereby approve the funding allocations, the Scope of Work, and California State University, Sacramento, as the Contractor.

Dated: 8/5/14



Howard Levenson, Deputy Director
Materials Management and Local Assistance Division

Attachment 1: Scope of Work: Administration of Program Conferences and Workshops throughout the State of California

Background Information, Analysis, and Findings:

This request is for the allocation of funds, the approval of the Scope of Work (SOW) and award of a three year, Inter-Agency Agreement with California State University, Sacramento (CSUS) for the administration of a variety of conferences and workshops to be sponsored by CalRecycle. Specifically, the SOW details the logistical support that will be provided by the Contractor, including facility coordination, and onsite facilitation for Tire, Used Oil/Household Hazardous Waste (Used Oil/HHW), Recycling Market Development Zones (RMDZ) conferences, and training workshops throughout the State of California. Staff is recommending funding in an amount not to exceed one million twenty-five thousand dollars (\$1,025,000), with funding for three fiscal years from the RMDZ Loan Subaccount, the Tire Recycling Management Fund, and Used Oil Recycling Fund, beginning in FY 2014/15 and ending in FY 2016/17.

The purpose of the conferences and training workshops is to promote a sharing of information between CalRecycle staff, local government representatives, various program collectors, recyclers, contractors, and non-profit entities working on these programs in California. These conferences and training workshops will provide interactive stakeholder discussions on CalRecycle programs, including sharing relevant information on program issues, highlighting current research and market development activities, showcasing model programs, and providing training for field personnel, grantees and others. Staff is recommending continuance of the combined conference and workshop administrative support and management for the three program areas (Tires, Used Oil/HHW, and RMDZ), to continue streamlining the administrative tasks associated with conference/training workshop planning and implementation. Details regarding funding for the conferences and workshops, are provided in the table below and in the SOW (Attachment 1).

CalRecycle has completed several successive contracts with CSUS. However, due to CalRecycle's change in criteria and execution of activities, staff is proposing the following changes for this contract:

- Providing an increase in funding, where necessary to address inflationary costs for conducting conferences
- Clarifying the process for approving/disapproving and coordinating CalRecycle sponsorship or participation in other related conferences/training workshops.

Staff proposes that these services be delivered through an Interagency Agreement with CSUS. CSUS is an excellent choice to provide these services for the following reasons: 1) CSUS will perform the required contract tasks at a lower cost than other interested parties; and 2) CSUS has successfully delivered training, event planning, and programmatic services to CalRecycle.

The specific tasks in the Contract are outlined in the attached SOW. The funding sources by fiscal year for the contract are outlined below:

Fund	Fiscal Year 2014/15	Fiscal Year 2015/16	Fiscal Year 2016/17	3 Year Total by Fund
Used Oil Recycling Fund	\$500,000	NA	NA	\$500,000
Tire Recycling Management Fund	\$75,000	\$75,000	\$75,000	\$225,000
Recycling Market Development Sub-Account	\$100,000	\$100,000	\$100,000	\$300,000
TOTAL	\$675,000	\$175,000	\$175,000	\$1,025,000

The following is a summary of the proposed conference/training workshop activities:

Tires- CalRecycle has conducted tire conferences every 12 to 18 months, along with training workshops and Border working group meetings, for several years. The purpose of the annual conference and the workshops is to provide interactive stakeholder discussions on waste tire issues, including market development and enforcement activities. These conferences and workshops offer a venue for staff and stakeholders to meet and focus on issues of common concern. These meetings also provide opportunities to discuss all aspects of tire management including hauling, manifests, cleanup, proper disposal, recycling technologies, and research and market development activities.

The focus of this portion of the contract is on providing up to three conferences, and also supporting small training workshops hosted by CalRecycle and other entities. For example, these might include but are not limited to Border 2014-2017 workshops or meetings with the U.S. EPA, etc.

Used Oil/HHW- CalRecycle annually approves an allocation for statewide education and outreach activities to satisfy the requirements delineated in the California Oil Recycling Enhancement (CORE) Act of 1992. Expenditures include the Used Oil/HHW conference. The conference provides attendees who are program managers, non-profit representatives, industry leaders, and business people with exposure to new technologies and products. The conference also provides opportunities to network, innovate, and exchange ideas. Conference sessions are developed to create awareness of new as well as existing programs, to promote program improvements and to provide in-depth training on how to manage programs effectively. The focus of this contract is on providing up to three conferences. Depending on opportunities to partner with other organizations, the timing of the conferences could be changed.

RMDZ- Currently CalRecycle conducts training workshops for Zone Administrators. This allocation proposal would fund up to six training workshops (up to two per year) to be held in 2014 through 2017. These workshops provide training to Zone Administrators and staff in areas that will sustain core activities within the RMDZ program. Training includes such topics as the following: 1) identifying and pre-screening potential loan applicants; 2) increasing an understanding of business finance and financing options; 3) applying different methodologies and strategies to identify business leads, obtaining critical business information, and following up to determine viable loan prospects; 4) identifying businesses in RMDZs that are on the verge of closing or relocating, retaining businesses and effectively communicating with businesses; and, 5) siting assistance and addressing critical permitting issues.

This proposed conference and workshop contract request is essential to the continued success of these programs as it will facilitate achieving established program goals and objectives. Information from post-conference and training workshop evaluations will be assessed regularly along with other program measurement tools to evaluate the effectiveness of these events and to make adjustments as needed during this contract.